

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Planner		DISTRICT/DIVISION/OFFICE 74/Divison of Transportation Planning/ Office of Regional Planning	
WORKING TITLE Transportation Planner		POSITION NUMBER	EFFECTIVE DATE March 2015

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Chief of the Climate Change and RTP Liaison Branch, the incumbent assists with: preparing, administering, and monitoring transportation plans, programs and projects, including analyzing issues and developing recommendations. The incumbent will support and assist District planners in carrying out and complying with Federal and State planning and programming procedures, laws, and policies; developing technical analysis; and responding to administrative requirements. The incumbent assists with: developing and implementing policies relating to the Regional Transportation Plan (RTP) process, and providing guidance and oversight on the RTP Guidelines. The incumbent will also work with other staff responsible for implementing policies relating to the Consolidated Planning Grant (CPG), Overall Work Program (OWP), and the State Rural Planning Assistance (RPA) funding program; providing oversight and development of the discretionary grant program; monitoring authorizations, allocations, encumbrances and expenditures on a statewide basis.

TYPICAL DUTIES:

Percentage Job Description

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| 45% (E) | Under the direction of the Branch Chief, assists with program direction and guidance to Caltrans Districts in administering Regional Transportation Plans (RTPs) provided through the Climate Change and RTP Liaison Branch. Receives guidance and direction from the Branch Chief and designated lead staff to assist and work cooperatively with District staff, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), various federal, state, and local and regional governments, interested parties, and/or consultants to provide technical assistance on policy and procedures. Works closely with the Branch Chief and designated lead staff to assist with providing program direction and guidance for the Districts to administer regional planning and programming grants, by helping District Liaisons with Federal and State |
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planning funds, Overall Work Program Agreements (OWPA), State Rural Planning Assistance (RPA) funds, and Consolidated Planning Grant (CPG) funds provided to MPOs and RTPAs as administered through the Office of Regional Planning (ORP). The incumbent works closely with the Branch Chief and designated lead staff assisting with regional planning contact for one or more Districts. Under the guidance and direction of the Branch Chief and designated lead staff, assists District planners to carry out and comply with Federal and State planning and programming procedures, laws and regulations, and the development of technical analysis and responding to administrative requirements.

- 35% (E) Under the guidance and direction of the Branch Chief and designated lead staff, assists with the analyzing, developing, updating as appropriate, and administering statewide guidance on the RTP Guidelines and supplements. This includes, working closely with the Branch Chief and designated lead staff coordinating with federal agencies, the California Transportation Commission staff, other State of California Departments, local and regional governments and /or consultants. Works closely with the Branch Chief and designated lead staff in the preparation of special assignments, reports and presentations on RTP and regional planning matters. Under the guidance and direction of the Branch Chief and designated lead staff, meet with responsible individuals to identify and resolve issues; assist with training and guidance to other planners.
- 15% (E) Within the Office of Regional Planning, and under the guidance and direction of the Branch Chief and designated lead staff, assists with providing program direction and guidance for Caltrans District or Districts responsible for overseeing the MPOs' and RTPAs' Overall Work Programs. Works closely with the Branch Chief and designated lead staff when providing guidance on planning grants, analyzing legislative proposals and laws and regulations that govern long range transportation planning. Works closely with the Branch Chief and designated lead staff when monitoring, reviewing and assessing regional planning and programming activities and funds administration undertaken by the Districts, RTPAs, MPOs, Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Assist with providing effective monitoring and coordination of plans to fulfill required MAP 21 legislation.
- 5% (E) Work on other regional planning assignments as directed by the Office Chief.

SUPERVISION EXERCISED OVER OTHERS

None.

SUPERVISION RECEIVED

Receives direction and supervision from the Branch Chief in the Climate Change and RTP Liaison Branch of the Office of Regional Planning. Occasionally receives direction from other Branch Chiefs (i.e., Collaborative Policy Branch and Regional Planning Branch).

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Knowledge of Federal, State and Departmental policies and programs, as well as planning and programming requirements related to transportation, air quality, land use, environmental

planning principles, project delivery; fiscal management, program and project financing mechanisms, departmental policies and procedures, contemporary transportation, social economic, technical, legal and political issues.

Knowledge and understanding of: Department resource procedures, current Departmental policies, organizational programs and practices in strategic, operations and business plans.

Ability to recognize and understand evolving issues; assist in the gathering, analyzing and presentation of data; reason logically and creatively; identify trends; assist with recommending pragmatic courses of action; work proactively and cooperatively with others, independently as appropriate, as a team member; travel as required; prioritize competing assignments; quickly provide completed staff work; consult and advise managers, make determinations, and resolve problems. Ability to assist in initiating effective partnerships and work cooperatively with Federal, State, regional and local agencies, the Districts, and other Caltrans programs.

Ability to speak and write clearly; assist in recommending pragmatic courses of action; working cooperatively and effectively when assisting Branch staff as well as all Caltrans staff and representatives of other State, regional, local agencies, and representing the Division to staff on politically sensitive planning and environmental issues.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Recommendations and decisions made by this position to Division management directly impact the budgets and programs of the Department, local, regional, State and Federal agencies. The position has responsibility to ensure that the principles and practices of early regional and environmental planning coordination are carried out, and implemented in accordance with the Department's mission and Federal and State laws. Errors could result in loss of credibility with Federal, State and local agencies with which the Department interacts. Failure could result in project delay and increased costs.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with Division management and other staff throughout the Department, and with representatives of local, regional, State and Federal agencies, environmental organizations and the public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, fax, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers. Some travel, which may involve overnight stays, is required.

WORK ENVIRONMENT

The incumbent works in a typical fluorescent-lighted, climate-controlled, office environment in an older multi-story state office building. The incumbent must operate usual office equipment. On occasion, the incumbent will need to travel to other locations to attend meetings, make presentations, etc., in different offices, conference and convention facilities and the like. If overnight stays are involved, these would generally be in hotels/motels or accommodations in Department facilities (e.g., lodging at Maintenance Stations). Travel would generally be via plane, train, car, public transit, bicycle, ferry or foot.

ACKNOWLEDGMENTS

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

DATE